

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Monthly Report for October 1982

FROM:

Chief, Human Resources Management
Division, OC

EXTENSION

NO.

OCHRM M82-582

DATE

17 NOV 1982

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

1.

D/CO

17 NOV 1982

2.

OC-EXA

17 NOV 1982

3.

OC-P&B

22 NOV 1982

4.

DD/CO

22 NOV 1982

26 NOV 1982

OC-IMS

5.

6.

7.

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12.

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15.

CONFIDENTIAL

OCHRM M82- 587

MEMORANDUM FOR: Director of Communications

25X1 FROM:

Chief, Human Resources Management Division, OC

SUBJECT: Monthly Report for October 1982

1. Mr. Raymond E. Shores, WANG Laboratories, Inc., instructor from Lowell, Massachusetts, arrived 4 October to prepare for his teaching of the Office Information System Full Maintenance course beginning 12 October 1982. Eleven technicians were enrolled.

2. The Overseas Orientation Program (OOP) was held 13 - 15 October 1982. Twenty-three Panel D and eight Panel N students participated in the program.

25X1 3. Electronics Technician Class 1-83 began training on 12 October with five students enrolled. [redacted] who was scheduled to arrive on 15 October, joined the class on 18 October.

4. Comparative evaluation Panels for GS-12 careerists have been completed. No problems were encountered. A definite improvement in the condition of the soft files was noted.

5. Procedures were finalized to centralize employee separation information. RDS will maintain a log of forwarding addresses and other pertinent information on resignees and retirees.

25X1 6. FY-82 personnel underlaps were calculated for Panels D and N. Panel D underlaps totaled 57 work-years, 9 less than FY-81. Panel N underlaps equaled the FY-81 total of 27 work-years.

[redacted]

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WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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8. A total of 22 candidates are presently on board to begin formal TCS training with Class 1-83. A briefing was held on 21 October formally welcoming them to the facility.

9. Work continues on the GS-11 consolidated evaluation panels. No problems have been encountered to date.

10. Chief, OC-HRMD/PAB/RDS and the COMCON Coding Clerk briefed two representatives from the DD/Current Production and Analytic Support (CPAS) regarding HRMD's computer system. Apparently, CPAS is beginning to investigate the possibility of establishing a computer data base similar to COMCON.

11. At the end of the month, Panel D was 24 personnel understrength and Panel N was 13 understrength.

Distribution:

Original - D/CO, EXA, P&B, OC-IMS

1 - OC-CSD

1 - OC-DND

1 - OC-ED

1 - OC-FND

1 - OC-PS

1 - [redacted]

1 - OC-HRMD/CTB